Topic	Course ID	Course Name	Prerequisite	Length	Type	Description	Audience
General	BC100	Beacon Overview	NA	1	WBT	This course provides participants with a high level overview of the Beacon project, including the change imperative, project benefits to the State, and the overall scope of the project. In addition, Shared Services processes and scope will be covered in detail.	All Non-ESS roles
General	BC110	SAP Basic Navigation	NA	1.5	WBT	This course provides participants the basic skills necessary to navigate in SAP ERP. This includes logging on, basic screen information, accessing transactions, basic searches, describing various types of system messages and how to obtain system help.	All Non-ESS/MSS roles
General	BC120	Reporting Overview	BC100 BC110	2	WBT	This course provides an overview and basic navigation for SAP ERP and Business Information reporting.	All SAP ERP and BI Rpt Users
Benefits	BN200	Display Benefits for Benefits Specialists (now combined with BN210)	BC100 BC110	6	ILT	This course provides Agency Core HR users with the ability to display personnel information and benefit elections. This information includes required personal data pertaining to the employee and family, basic enrollment information for insurance elections and benefits.	Benefits
Benefits	BN300	Enrollment and Group Processing	BC100 BC110 BN200	8	ILT	This course provides administrators with the ability to maintain employee benefits information in SAP. This includes: managing enrollment plans for Annual Enrollment, NC Flex Plan, State Health Plan, 401K, 457 and 403B plans. Administrators will also be able to monitor/identify changes in insurability and termination of plan participation.	Benefits Administration (BEST Shared Services)
Personnel Administration	PA200	PA Overview and Display	BC100 BC110	8	WBT	This course provides SSC users and Core HR users with a general introduction to processes in SAP Personnel Administration. Included in the course are terms, definitions, concepts, and an overview of PA process changes including differences between Agency roles and Shared Services roles.	All PA roles
Personnel Administration	PA210	PA Terms, Concepts and Display Data	BC100 BC110 PA200	4	ILT	This course is intended to provide participants with the terms, concepts, knowledge and skills associated with SAP ERP Personnel Administration as well as displaying an employee's personnel information.	Master Data Maintainer Master Data Approver Warnings Maintainer Grievances Maintainer Display Sensitive Display Non-Sesitive Performance Rating Maintainer Performance Mass Maintenance Special Transfers Position Posting Maintainer Short-Term Disability Specialist HR Directors
Personnel Administration	PA310	Create/Maintain Employee Data	BC100 BC110 PA200 PA210	16	ILT	This course provides the method of creating new employee data and updating existing employee data in SAP. Also included are discussions on how history is created.	HR Master Data Maintainer HR Master Data Approver
Personnel Administration	PA315	Create/Maintain Employee Data	PA210	8	ILT		DOC
Personnel Administration	PA320	Maintain Warnings & Grievances	BC100 BC110 PA200 PA210	4	ILT	This course provides participants with the skills to view and update disciplinary warnings, view the employee's personal information, organizational assignment, and other information as necessary to complete a warning.	Warnings Maintainer
Personnel Administration	PA340	Maintain Performance Rating	BC100 BC110 PA200		WBT	This course provides participants with the skills to update the employee's performance ratings and view organizational assignment.	Performance Rating Maintainer Performance Rating Mass Maintainer
Personnel Administration	PA350	Position Vacancy Posting	BC100 BC110 PA200 PA210 OM200	4	ILT	This course provides participants with the skills to enter a description of work (DOW), competencies, skills and abilities (KSAs), training and experience requirements, posting and closing dates, and other information necessary to post a vacant position.	Position Vacancy Posting Maintainer
Personnel Administration	PA370	Short Term Disability	BC100 BC110 PA200	4	ILT	This course provides SSC users with the skills to update Leaves of Absence with and without leave.	Short Term Disability Specialist
Personnel Administration	PA410	Advanced Create/Maintain Employee Data	PA210 PA310	8	ILT		
Organizational Management	OM200	Organizational Management	BC100 BC110	4	ILT	This course provides Agency HR users with a high level overview of Organization Management, structure, associated objects and info types. SAP training is also provided to display and analyze the organizational structure. In addition, this course provides the training required to perform day-to-day Organization Management activities for Agencies.	OM Position & Org Unit Requestor OM Position & Org Unit Approver Agency Position Funding Approver OSBM Position Funding Approver Position Vacancy Posting Maintainer Display Organizational Management
Organizational Management	OM210	OM for Agencies	BC100 OM200	8	ILT	This course provides SSC users with an overview of Organization Management, structure, associated objects and info types. SAP training is also provided to display and analyze the organizational structure. In addition, this course provides the workflow training required to perform day-to-day activities for the Shared Service roles, as well as what is performed at the agency level.	Org Chart Maintainer Org Chart Approver Job Maintainer Job Approver OM Position & Org Unit Requestor OM Position & Org Unit Approver OSP Position Approver Position Vacancy Posting Maintainer Display Organization Management
Organizational Management	OM220	SAP Workflow Workshop					
Organizational Management	OM250	Agency Funding Approver	OM220	4	ILT	This course is intended to provide participants with the terms, concepts, knowledge and skills associated with maintaining funding related infotypes associated with positions.	Agency Funding Approver
Payroll	PY200	PY Overview/Process & Policy Changes	BC100 BC110 PY200	4	ILT	This course provides an explanation of the new payroll processes, identification of policy changes, and a discussion of retroactive payroll. In addition, this course will provide users with a better understanding of the role of SSC with regards to Payroll Processing and support.	All Payroll roles
Payroll	PY210	PY Process & Policy Changes cancelled - combined with 200	BC100 BC110	2	ILT	This course provides an introduction to BEACON payroll. It will provide a basic overview of BEACON payroll, terminology, definitions, and concepts. In addition, this course will explain the integration of payroll with other modules (i.e. Time Management, ESS, PA, and FI).	All Payroll roles
Payroll	PY300	PY for Agencies	BC100 BC110 BC120 PY200 PY210	8	ILT	This course will enable Agency users to display pertinent payroll information such as payroll results, calendars, and miscellaneous reports. Upon finishing this course, users will be able to provide agency payroll support for wage types, bank details, recurring, and additional payments in addition to understanding agency managed processes.	Display Payroll (Agency-appointed payroll liaison)
Payroll	PY310	Payroll Maintainer	BC100 BC110 BC120 PY200 PY210	12	ILT	This course will provide participants with the skills to maintain agency related payroll data. Information to include agency specific deductions and supplements. This course will also include agency reports such as payroll results, calendars, and miscellaneous reports. In addition, this course will provide SSC personnel with training for day to day workflow.	Payroll Administration Central Payroll Processing
FI	FI300	Master Data Workshop	BC100 BC110	4	ILT	This workshop provides Master Data maintainers with the knowledge and skills to maintain Finance Master data in SAP ERP.	SSC Master Data Maintainer
Time Management	TM200	TM Overview	BC100 BC110	1	WBT	This course provides users that will be working directly in SAP ERP with an overview of Time Management. The course will cover BEACON policy and process changes. ESS and MSS users do not need to attend this course.	Time Administrators Leave Administrators SSC Time Users
Time Management	TM210	Preliminary Material for Leave Administration			WBT		
Time Management	TM220	Preliminary Material for Time Administration			WBT		
Time Management	TM300	Time Administration	BC100 BC110 TM200 ES230 MS200	8	ILT	This course provides Time Administrators with the ability to describe time roles and responsibilities, record, review, correct, and approve time in SAP ERP. Other administrative tasks in this course include: the review of work schedules, premium pay eligibility calculations, time evaluation, review of leave limits, review of holiday balances and general payroll data reporting.	Time Administrators Leave Administrators SSC Time Users
Time Management	TM310	Leave Administration	BC100 BC110 TM200 ES230 MS200	4	ILT	This course provides Leave Administrators with the ability to perform leave administration in SAP ERP. Administrative tasks in this course include: the review of work schedules, time evaluation, review of leave limits, review of holiday balances, FMLA, generating absence quotas, and general payroll data reporting.	Time Administrators Leave Administrators SSC Time Users
ESS	ES200	Maintain Personal Information/Overview	NA	1	WBT	This course provides participants with the skills necessary to access the ESS system. Users will learn how to: view/modify their personal data for W-4 Tax Withholding, Reprint W-2s, update bank information and family member/dependent data. For Go-Live, the shared service organization will be available to help users enter/complete required changes in the system.	ESS
MSS	MS200	Manager Time Approval	ES200	2	WBT	This course provides Manager Self Service (MSS) users with the ability to review and approve time, review and approve leave requests, and perform basic reporting of time data. Managers from agencies that will interface their time data to SAP ERP, or use manual time sheets do not need to attend this course.	MSS